

2018
HOUSING DIVISION
Multi-Family Residential Tax Incentive
New Construction/Renovation/Conversions

Phase 1

Phase One: Preconstruction Conditional Approval for Tax Abatement for Three or more Units

Phase One: Preconstruction Conditional Approval for Tax Abatement for Four or more Units
Certification consist of a two-phase application process: Phase 1 (Pre-construction) and Phase 2 (Post Construction)

Section 1 – Property Owner and Developer Information

Permanent Parcel Identification No.:	<input type="text" value="-"/>	Year Built:	<input type="text"/>
Property Address:	<input type="text"/>	Zip Code:	<input type="text"/>
Current Market Value Total (Land and Improvements) <i>As indicated on Franklin County Auditor's website.</i>	\$ <input type="text"/>	# of Units:	<input type="text"/>

Property Owner and Developer Information:

Project Name (if applicable):	<input type="text"/>	Contact Name:	<input type="text"/>
Property Owner/Developer:	<input type="text"/>		
Mailing Address	<input type="text"/>		
Phone Number:	<input type="text"/>	E-Mail Address:	<input type="text"/>

Section 2 – Property Information

A. Community Reinvestment Areas (CRA):

Your property must be located within one of two (2) Columbus CRA's. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>)

- ☐ Easton Square Place CRA
- ☐ Jeffery Residential CRA

INSTRUCTIONS:

- a. Please complete Pages 1-3 for Phase 1 and Pages 5-7 for Phase 2.
- b. Complete a separate application for each Parcel Identification Number.
- c. List Property Address as shown on Franklin County's website or submit a copy of City of Columbus Certified House Number/Address Plat for address changes.
- d. Processing time may take up to 6 weeks to complete applications.

PHASE 1

Multi Unit

(Copy as needed for each additional Parcel Identification Number)

Preconstruction Conditional Approval for Tax Abatement

Section 1 – Property Owner and Developer Information

Property Information: (Property address applying for tax abatement)

Property Owner Name:

Permanent Parcel Identification No.: Unit #:

Street Address/Zip Code: Year Built:

Current Market Value Total (Land and Improvements)
As indicated on Franklin County Auditor's website. \$

Section 3 – Improvements

B. Construction & Occupancy Type (Required):

1. Type of Improvement:
☐ New Construction - (New Build without Existing Structure).
☐ Renovation - (Alter, Remodel, Restore, Improve Existing Structure or New Garage Build)
☐ Conversion from Non-residential to Residential – submit approved Residential variance w/Phase 2 app.
2. Occupancy:
☐ Owner-occupied ☐ Rental ☐ Conversion of Rental to Owner

C. Construction Estimates:

1. New Construction
a. Estimated total cost of New Construction: \$
or
2. Renovation:
a. Estimated total cost of Renovation: \$
3. Written Description
a. Provide a (1) page narrative of improvements to include Scope of Work and the following information:
1) Total Square Footage 2) Number of 1, 2, 3, bedrooms
3) Residential only common areas
4) Garages and number of **Residential** space
4. Bid Estimate from contractor (Attach copy).
5. Projected Completion Date:
6. Building Permit Number (Attach copy)
7. Submit the following Photos:
a. Properties or vacant land on either side and directly across the street. (Attach copy)
b. Front and rear photos of property to be renovated. (Attach copy)
c. Pre-construction photos of interior projects. (Attach copy)

D. Applicant Certification for Phase One Preconstruction Application:

Does Property Owner owe:

- 1. Any delinquent taxes to the State of Ohio or a political subdivision of the State? Yes ☐ No ☐
- 2. Any other moneys to the State or a political subdivision of the State that are past due, whether the amounts owed are being contested in a court of law or not? Yes ☐ No ☐

If yes to either of the above, please provide on a separate sheet of paper details of each incident, including the date, location, amounts and case or identification numbers (Attach to Application).

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant’s knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Signature of Owner(s) of property as recorded

Date

Printed Name and Title

Please mail or submit in-person pages 1-3 **originals** of this application to:

Department of Development, Housing Division
Attn: Michelle Castrogiovanni, Residential Tax Incentive Program
111 N. Front Street, 3rd Floor
Columbus, OH 43215

For further information regarding this program please call Michelle Castrogiovanni at (614) 645-3219 or by e-mail at mrcastrogiovanni@columbus.gov or visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

Please Note:

- 1. **DO NOT** e-mail Applications.
- 2. Incomplete Applications **will** be delayed.
- 3. Applicant agrees to supply additional information upon request.
- 4. Property will be subject to annual exterior inspection during the abatement period.
- 5. Contact Economic Development at (614) 645-8616 for Non-Residential Tax Incentives.

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2018

HOUSING DIVISION

Multi-Family Residential Tax Incentive

New Construction/Renovation/Conversions

Phase 2

Phase Two: Post Construction Certification for Tax Abatement for Three or more Units

Instructions:

- a. Complete and submit ATTACHMENT B for each Parcel Identification Number.
- b. Please complete section G through K (Pages 5-7) of this application.
- c. Processing time may take up to 6 weeks to complete applications. Incomplete applications will take longer to process.
- d. You will receive a letter regarding Final Approval or Denial of your application for tax abatement certification.

A. Neighborhood Investment Districts (NID’s) or Community Reinvestment Areas (CRA’s):

Your property must be located within one of 13 Columbus NID’s or CRA’s. (maps and additional information is available on our website: <https://columbus.gov/housingdivision/residentialtaxincentives/>

☐ Easton Square Place CRA ☐ Jeffery Residential CRA

B. Occupancy Type: Check one ☐ Owner-occupied ☐ Rental ☐ Conversion of Rental to Owner

Section 1 – Property Owner and Developer Information

Permanent Parcel Identification No.:	<input type="text" value="-"/>	Year Built:	<input type="text"/>	
Property Address:	<input type="text"/>		Zip Code:	<input type="text"/>
Current Market Value Total (Land and Improvements) <i>As indicated on Franklin County Auditor’s website.</i>	\$	# of Units:	<input type="text"/>	

Section 2 – Property Information

Permanent Parcel No.:	<input type="text" value="-"/>		
Address:	<input type="text"/>	Zip Code:	<input type="text"/>
		Unit #	<input type="text"/>

C. Final Construction Information:

1. **New Construction** – (New Build Improvement without existing structure).

If applying for New Construction, please **complete** this section, and **submit** the following:

- a. Total actual cost of new construction \$
- b. Building Permit Number (Attach copy)
- c. Issuance Date of Building Permit
- d. FINAL Certificate of Occupancy (Attach copy)
- e. Completion Date
- f. Proof of ownership, such as Closing Disclosure or Franklin County Auditor Summary (Attach copy)
- g. Photos of Front and Back of exterior property.

2. **Renovation:** - (Alter, Remodel, Restore, Improve existing structure or New Garage Build)

If applying for Renovation, please **complete** and **submit** the following:

- a. Total actual cost of Renovation \$
- b. Include with the application documentation to support **total** cost of Renovation: (Attach copy)

Three acceptable examples are:

- i. Notarized Affidavit of final draw payments of the construction contract and a description of the work completed.
- ii. Notarized List to include general categories of the work completed, the date the work was completed, and each category's expense. A labor cost for your own work can also be included.
- iii. AIA Application and Certificate for Payment Document G702
- c. Building Permit Number (Attach copy)
- d. Issuance Date of Building Permit
- e. Certificate of Occupancy (Attach copy) Completion Date:

A separate Certificate of Occupancy is required if the improvement included an addition, alteration or if the property was vacant prior to construction. Contact Building and Zoning Services at (614) 645-7433 to obtain a copy or for more information.

- f. Proof of ownership, such as HUD-1 or Franklin County Auditor Summary (Attach copy)
- g. Photos of Front and Back of property and completed projected (Attach copy)

Section 4 – Certification

D. Applicant Certification for Phase Two Certification Application:

The applicant certifies that all information in this application and all information furnished in support of this application are true and complete to the best of the applicant’s knowledge and belief. Submission of this application expressly authorizes the City of Columbus to confirm statements contained within this application and to review applicable confidential records. As part of this application, the applicant authorizes the City of Columbus to request, directly to the City Division of Income Tax and/or the Ohio Department of Taxation, to release specific tax records to the City of Columbus, should issues of delinquent taxes arise.

I declare under the penalties of falsification (ORC Section 9.66(C)(1) and 2931.13(D)(1)) that this application, including all accompanying documents and statements, has been examined by me, and to the best of my knowledge are true, correct, and complete.

Signature of Owner(s) of property as recorded

Date

Printed Name and Title

Please mail or submit in-person pages 4-6 **originals** of this application to:
Department of Development, Housing Division
Attn: Michelle Castrogiovanni, Residential Tax Incentive Program
111 N. Front Street, 3rd Floor
Columbus, OH 43215

For further information regarding this program please call Michelle Castrogiovanni at (614) 645-3219 or by e-mail at mrcastrogiovanni@columbus.gov or visit our web site at: <https://columbus.gov/housingdivision/residentialtaxincentives/>

Please Note:

1.

DO NOT e-mail Applications.

2.

Incomplete Applications **will** be delayed.

3.

Applicant agrees to supply additional information upon request.

4.

Property will be subject to annual exterior inspection during the abatement period.

5.

Contact Economic Development at (614) 645-8616 for Non-Residential Tax Incentives.